HHS Privacy Impact Assessment (PIA)

Date of this Submission (MM/DD/YYYY): **11/18/2003**

HHS Agency (OPDIV): **CMS**

Title of System or Information Collection: **Medicare Beneficiary Enrollment Systems (MBES)**

Is this System or Information Collection new or is an existing one being modified? **Existing**

Identifying Numbers (Use N/A, where appropriate)

Unique Project Identifier Number**: N/A**

System of Records Number: **09-70-0502, 09-70-0536**

OMB Information Collection Approval Number and Expiration Date: **N/A**

Other Identifying Number(s): **N/A**

Description

1. Provide an overview of the system or collection and indicate the legislation authorizing this activity.
    A collection of automated systems that support the collection and maintenance of information (e.g., demographics, enrollment, insurance, premium payments) about Medicare Program beneficiaries. Authority for maintenance of the system is given under sections 226, 226A, 1811, 1818, 1818A, 1831, 1836, 1837, 1838, 1843, 1876, and 1881 of the Act and Title 42 Code of Federal Regulations parts 406-408 and 411 and 424.

2. Describe the information the agency will collect and how the agency will use the collected information. Explain how the data collected are the minimum necessary to accomplish the purpose for this effort.
    The system contains information related to Medicare enrollment and entitlement and Medicare Secondary Payer data containing other party liability insurance information necessary for appropriate Medicare claim payment. It contains hospice election, premium billing and collection, direct billing information, and group health plan enrollment data. It also contains the individual's health insurance numbers, name, geographic location, race/ethnicity, sex, and date of birth. Information is collected on individuals age 65 or over who have been, or currently are, entitled to health insurance benefits under Title XVIII of the Act or under provisions of the Railroad Retirement (RR)Act, individuals under age 65 who have been or currently are, entitled to such benefits on the basis of having been entitled for not less than 24 months to disability benefits under Title II of the Act or under the RR Act, individuals who have been, or currently are, entitled to such benefits because they have ESRD, individuals age 64 and 8 months or over who are likely to become entitled to health insurance benefits upon attaining age 65, and individuals under age 65 who have at least 21 months of disability benefits who are likely to become entitled to Medicare upon the 25th month of their being disabled.

3. Explain why the information is being collected.
    See 2 above.

4. Identify with whom the agency will share the collected information.
    The government will only release this information that can be associated with an individual as provided under "Section III. Proposed Routine Use Disclosures of Data in the System" as outlined in the System of Records #09-70-0502 and 09-70-0502.

5. Describe how the information will be obtained, from whom it will be collected, what the suppliers of information and the subjects will be told about the information collection, and how this message will be conveyed to them (e.g., written notice, electronic notice if a web-based collection, etc.). Describe any opportunities for consent provided to individuals regarding what information is collected and how the information will be shared.

> **The information is collected from Medicare beneficiaries (outlined above in 2) and obtained by CMS. The beneficiaries are told that informed that CMS will only disclose the minimum personal data necessary to achieve the purpose of the MBES and under what 'routine uses' the information will be disclosed. By law, CMS is required to protect the privacy of individual's personal medical information. CMS is also required to give individuals notice telling them how CMS may use and disclose their personal medical information. Individuals are made aware in the "Medicare and You Handbook" published yearly that they can get a copy of any medical information held by CMS, have that information amended if they believe it is wrong or incomplete, get a listing of anyone we disclose their information to, and ask CMS to limit how their personal medical information is used and given out to pay claims and run the Medicare program.**

6. State whether information will be collected from children under age 13 on the Internet and, if so, how parental or guardian approval will be obtained. (Reference: Children's Online Privacy Protection Act of 1998)

> **No information can be collected by any individual over the Internet**.

7. Describe how the information will be secured.

> **Disclosure of any MBES is controlled and outlined in the "MBES System Security Plan".**

8. Describe plans for retention and destruction of data collected.

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9. Identify whether a system of records is being created under section 552a of Title 5, United States Code (the Privacy Act), or identify the existing Privacy Act system of records notice under which the records will be maintained.

> **Yes, SORs : 09-70-0502, 09-70-0536**

Endorse

__/s/_____
J. Ned Burford
CMS Privacy Officer

Date __11/21/2003____

Endorse

___/s/_____
Timothy P. Love
Chief Information Officer

Date: _11/21/2003_____

Approve

_____/s/_____
Thomas A. Scully
CMS Administrator

Date: ___11/21/2003____